

CONSTITUTION
OF THE
ASTRONOMICAL SOCIETY OF TASMANIA INCORPORATED

as adopted by a Special General Meeting in the Society's
meeting room at the South Hobart Primary School on

Tuesday 4th March 1983

AMENDMENTS

DATE	RULE	DETAILS
20.12.85	25(b)	"any" substituted for "a Special".
20.12.85	26(b)	"any" substituted for "a Special or Annual".
20.12.85	2/30/31/33/34/51	"Executive" deleted from "Executive Committee".
30.03.93	7/10/11/12/13/59	"Junior" replaced by "Concession", and "Adult" replaced by "Ordinary".
30.03.93	7	"4 Group Members deleted and the following classes renumbered.
30.03.93	12(a)	"Persons under eighteen (18) years of age" replaced by "Persons qualifying under Sub-Rule (b) of this Rule".
30.03.93	12(b)	Becomes Rule 12(c). The new Rule 12(b) reads: "The Committee may from time to time determine qualifications for Concession Membership of the Society."
30.03.93	13	The full stop after "publications" replaced by a comma and "shall be entitled to one (1) vote only, and only one individual from such a family shall be entitled to stand for the Committee".
30.03.93	14	Repealed.
30.03.93	15	The first sentence changed to "Any member of the public or any society or association whose aims the Committee considers to be related to those of the Society may apply for Associate Membership of the Society."
30.03.93	26(c)	"One third" replaced by "One fifth".
30.03.93	27	Headed "QUORUM AT ORDINARY GENERAL MEETINGS" and reads: "One fifth of the number of Members entitled under these Rules to vote and personally present shall constitute a quorum for the transaction of business at an Ordinary General Meeting."
30.03.93	59	"Group" deleted.

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SECTION 1 - EXPLANATION AND OBJECTS

RULES

1 NAME

The name of the Society shall be "THE ASTRONOMICAL SOCIETY OF TASMANIA INCORPORATED".

2 INTERPRETATION

In these Rules, unless the contrary intention is expressed:-

"SOCIETY" means the Astronomical Society of Tasmania Inc.

"COMMITTEE" means the Committee as constituted in accordance with Rule 31.

"MEETING" means a gathering of Society Members as provided in Rule 39 (e) 1, 2 and 4.

"BULLETIN" means The Bulletin of the Astronomical Society of Tasmania.

"SUBSCRIPTION" means Annual Subscription.

3 OBJECTS

(a) The basic objects for which the Society is established are:-

- 1 To stimulate interest amongst Members and the public in all branches of astronomy, and in its associated activities.
- 2 To encourage cooperative activities amongst Members of the Society and to participate in projects coordinated by other astronomical organisations.

(b) In addition to the basic objects of the Society, the objects and purposes of the Society shall be deemed to include:-

- 1 To raise and borrow any monies required for the purposes of the Society upon such terms and conditions or on such securities as may be determined by the Committee.
- 2 To purchase, lease, exchange, hire or otherwise acquire by lawful means any real or personal property and other rights and privileges necessary or convenient for the purpose of the Society.
- 3 To construct, alter add to or maintain all buildings and other property belonging to the Society.
- 4 To observe such other objects as may from time to time be determined by the Members and do all such other lawful things as are incidental to or conducive of the above objects.
- 5 To sell, mortgage, improve, manage, develop, lease, dispose of, turn to account or otherwise deal with all or any part of the property of the Society.
- 6 To apply for and renew from time to time registration under the licensing act.

4 INCOME AND PROPERTY

The income and property of the Society shall be applied solely to the promotion of its objects and no person shall be entitled to derive or participate in any profit, advantage or benefit from the Society, other than for goods supplied or services rendered in the ordinary course of business or employment.

5 RESERVED

6 RESERVED

SECTION 2 - MEMBERSHIP

7 CLASSES OF MEMBERS

- (a) The Society shall consist of the following classes of Members:-
- 1 Ordinary Members.
 - 2 Country Members.
 - 3 Concession Members.
 - 4 Family Members.
 - 5 Life Members.
 - 6 Any member of the Committee who is not otherwise a Member.
 - 7 Any member of the public approved by the Committee as an Associate Member.
 - 8 Any member of the public approved by the Committee as an Honorary Member.

8 REGISTER OF MEMBERS

- (a) The Honorary Secretary shall keep a register which shall contain the name, address, telephone number (if any) and Membership class of every Member of the Society.
- (b) The register shall be made available at the Society's meeting room upon the request of a Member.
- (c) Each Member shall communicate his address and telephone number (if any) or any change thereof, to the Honorary Secretary for inclusion in the register. All notices posted or delivered to such address shall be deemed to have been duly received. If no address be given notices left at the Society's meeting room shall be deemed to have been delivered.

9 APPLICATION FOR MEMBERSHIP

- (a) Any member of the public wishing to become a Member of the Society shall make application to, and in the manner prescribed by, the Honorary Secretary.
- (b) On receipt of an application the Honorary Secretary shall report on the application to the next occurring meeting of the Committee.
- (c) Immediately following the Committee's consideration of the application the Honorary Secretary will advise the applicant of the decision of the meeting and where the membership is granted, shall direct the attention of the new member to the Constitution and Rules of the Society.
- (d) Notwithstanding Sub-Rule (c) of this Rule, Membership shall be granted only upon payment of a Subscription in accordance with the Rules.

10 ORDINARY MEMBERS

- (a) Persons eighteen (18) years of age or over residing in the Greater Hobart Area may apply for Ordinary Membership of the Society in accordance with Rule 9.
- (b) Ordinary Members shall be entitled to vote, hold office, receive Publications and participate in such social activities and other amenities of the Society as the Committee may from time to time decide.

11 COUNTRY MEMBERS

- (a) Persons eighteen (18) years of age or over residing outside the Greater Hobart Area may apply for Country Membership of the Society in accordance with Rule 9.
- (b) Country Members shall be entitled to all privileges as those outlined in Rule 10 for Ordinary Members.

12 CONCESSION MEMBERS

- (a) Persons qualifying under Sub-Rule (b) of this Rule may apply for Concession Membership of the Society in accordance with Rule 9.
- (b) The Committee may from time to time determine qualifications for Concession Membership of the Society.
- (c) Concession Members shall be entitled to all privileges as those outlined in Rule 10 for Ordinary Members.

13 FAMILY MEMBERS

- (a) A member of a family may (on behalf of that family) apply for Family Membership in the Society in accordance with Rule 9.
- (b) Family Members shall be entitled to all privileges as those outlined in Rule 10 for Ordinary Members, but shall be entitled to one (1) copy only of each issue of any of the Society's publications, shall be entitled to one (1) vote only, and only one individual from such a family shall be entitled to stand for the Committee.

14 RESERVED

15 ASSOCIATE MEMBERS

Any member of the public or any society or association whose aims the Committee considers to be related to those of the Society may apply for Associate Membership of the Society. Associate Members shall not be entitled to vote at Meetings. They shall be entitled to such social activities and other amenities of the Society as the Committee may from time to time prescribe. Applications for Associate Membership shall be directed to the Honorary Secretary who will present them to the Committee for consideration and decision. The Committee shall fix Annual Subscriptions for Associate Membership in accordance with the Rules.

16 LIFE MEMBERS

- (a) A Member who has rendered special services to the Society may, on the unanimous recommendation of the Committee, be elected Life Member of the Society.
- (b) Except where voting is restricted by Rule 26 (a), Life Members so elected shall be entitled to all privileges of the Society without payment of fees or subscriptions.
- (c) Due note of such election shall be included in the edition of the Bulletin immediately following such election.

17 HONORARY MEMBERS

- (a) A member of the public who shall have rendered special service to the Society may, on the unanimous recommendation of the Committee, be elected Honorary Member of the Society.
- (b) Honorary Members shall not be entitled to vote.
- (c) An Honorary Member is not prevented from becoming an ordinary Member.
- (d) An Honorary Member shall be entitled to such privileges as the Committee may from time to time decide.

18 RESIGNATION OF A MEMBER

A Member who has returned all Society property issued to him and who has otherwise complied with the Rules and By-Laws of the Society may, upon first giving the Honorary Secretary seven (7) days notice in writing of his intention, resign from membership of the Society and on expiration of such notice shall cease to be a Member.

19 EXPULSION OF A MEMBER

- (a) If, in the opinion of the Committee or of any ten (10) Members (who shall certify the same in writing to the Committee), the conduct of a Member is injurious to the character and interests of the Society, the Committee, by notice in writing, may request such Member to resign.
- (b) If at the expiration of one (1) month after such notice the Member has failed to resign, the Committee may then convene a Special General Meeting at which the issue will be put to the vote of the Members and if the majority vote is for the expulsion of the Member he shall forthwith cease to be a Member of the Society.

20 THE RIGHTS, PRIVILEGES AND OBLIGATIONS OF A MEMBER

The rights, privileges or obligations of a person by virtue of his membership of the Society:-

- (a) Are not capable of being transferred or transmitted to another person.
- (b) Terminate upon the cessation of his Membership whether by death, resignation or any other cause whatsoever.

21 RESERVED

SECTION 3 MANAGEMENT BY MEMBERS

22 GENERALLY

The management of the Society shall be in the hands of the Members by means of the General Meetings as hereinafter provided.

23 ANNUAL GENERAL MEETING

- (a) The Society shall hold an Annual General Meeting at a place and on a day in the last seven (7) days in February, or as near as practicable thereto, in each year as may be determined by the Committee.
- (b) The Annual General Meeting shall be specified as such in the notice convening it and shall be in addition to any other Special General Meetings convened in the same year.
- (c) The ordinary business of the Annual General Meeting shall be as described in Standing Orders.

24 SPECIAL GENERAL MEETING

- (a) The Honorary Secretary shall convene a Special General Meeting when requested to do so by either:-
 - 1 The President,
 - 2 The Committee or
 - 3 The written request of not less than seven (7) Members specifying the object of the Meeting.
- (b) The business of a Special General Meeting shall be as described in Standing Orders.

25 NOTICES OF MEETINGS

- (a) The Honorary Secretary shall cause notice of a Special General Meeting to be published in one Hobart newspaper at least fourteen (14) days prior to the date of the Meeting.
- (b) A notice of any General Meeting shall specify the place, date and time for the Meeting and also the nature of the business to be transacted thereat and the notices of motion submitted by Members.
- (c) Such notices shall conform to the provisions of Standing Orders.

26 BUSINESS AND QUORUM AT ANNUAL AND SPECIAL GENERAL MEETINGS

- (a) The following persons only shall be entitled to vote at an Annual or Special General Meeting:-
 - 1 Members of the Committee.
 - 2 Financial Members of the Society, 15 years of age or over at the date of such Meeting.
- (b) No item of business shall be transacted at any General Meeting unless a quorum of Members entitled to vote under these rules is present when that item is being so transacted.
- (c) One fifth of the number of Members entitled under these rules to vote and personally present shall constitute a quorum for the transaction of business at a Special or Annual General Meeting.

27 QUORUM AT ORDINARY GENERAL MEETINGS

One fifth of the number of Members entitled under these Rules to vote and personally present shall constitute a quorum for the transaction of business at an Ordinary General Meeting.

28 RESERVED

SECTION 4 MANAGEMENT BY COMMITTEE

29 POWERS AND FUNCTIONS OF COMMITTEE

- (a) The business and affairs of the Society shall be managed and controlled by a committee of management generally referred to as the Committee and constituted as provided under Rule 31 herein.
- (b) The Committee:-
 - 1 Shall control and manage the business and affairs of the Society.
 - 2 May, subject to these Rules, exercise all such powers and functions as may be exercised by the Society providing that it not exercise powers and functions which, in accordance with these Rules, shall be exercised only by Special or Annual General Meetings.
 - 3 Subject to these Rules, has power to perform all such lawful acts and things which, in the opinion of the Committee, are essential for the proper management of the business and affairs of the Society.
- (c) Notwithstanding the provisions of Sub-Rule (b) of this Rule, and in addition to powers granted under any other Rule, the Committee shall have the power:-
 - 1 To carry out all resolutions passed at a Special or Annual General Meeting.
 - 2 On the authority of a Special or Annual General Meeting impose levies on Members.
 - 3 To interpret the Rules and By-Laws of the Society.
 - 4 To deal with resignation of Members.
 - 5 To discipline, suspend, or to request the resignation of any Member who, in the opinion of the Committee, is guilty of misconduct or wilful infringement of the Rules and By-Laws of the Society.
 - 6 To cause proper books of account of the Society to be kept and to authorise all expenditure, including any expenditure passed at a Special or Annual Meeting, and direct the method of dealing with the monies received by or on behalf of the Society.

30 EXECUTIVE OFFICERS OF THE SOCIETY

- (a) The Executive Officers of the Society shall be:-
 - 1 The President.
 - 2 The Vice President.
 - 3 The Honorary Secretary.
 - 4 The Honorary Treasurer.
 - 5 The Editor of the Bulletin.
- (b) Each Executive Officer of the Society shall be elected until the Annual General Meeting first occurring after the date of election and shall be eligible for re-election.
- (c)
 - 1 In the event of a casual vacancy occurring in any office referred to in Sub-Clause (a) of this Rule within nine (9) calendar months of the preceding Annual General Meeting, the Committee shall call for nominations in the manner prescribed under Rule 43 of Standing Orders. A Special General Meeting shall be convened as soon as possible to conduct an election to fill the vacant office.
 - 2 In the event of a casual vacancy occurring in any office referred to in Sub-Clause (a) of this Rule more than nine (9) calendar months after the preceding Annual General Meeting, the Committee may appoint a replacement who will retire at the next Annual General Meeting. Any such person will be eligible for nomination for election to any office referred to in Sub-Clause (a) of this Rule or any other position on the Committee at the said Annual General Meeting.
- (d) There shall be no restriction upon any Member of the Committee holding more than one office.

31 COMMITTEE

- (a) The Committee shall consist of:-
 - 1 The Executive Officers of the Society.
 - 2 The Publicity Officer.
 - 3 Other Members such that the total number of Committee Members does not exceed twelve (12).
- (b) Each of the Committee Members referred to in (2) and (3) of Sub-Rule (a) of this Rule shall be elected until the Annual General Meeting first occurring after the date of his election and shall be eligible for re-election.
- (c)
 - 1 In the event of a casual vacancy occurring in any office referred to in Sub-Clause (a) of this Rule within nine (9) months of the preceding Annual General Meeting, the Committee shall call for nominations in the manner prescribed under Rule 43 of Standing Orders. A Special General Meeting shall be convened as soon as possible to fill the vacant office.
 - 2 In the event of a casual vacancy occurring in any office referred to in Sub-Clause (a) of this Rule more than nine (9) calendar months after the preceding Annual General Meeting, the Committee may appoint a replacement from the Members of the Society who will retire at the next Annual General Meeting. Any such person shall be eligible for re-election at the said Annual General Meeting.

32 THE PATRON

There shall be a Patron of the Society elected at the Annual General Meeting in a like manner and for like terms as are applicable to the Executive Officers of the Society.

33 VACATION OF OFFICE

The Office of an Executive Officer or of a Member of the Committee shall become vacant where the Officer or Committee Member:-

- (a) Becomes deceased.
- (b) Becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors or makes any assignment of his estate for their benefit.
- (c) Becomes of unsound mind according to law.
- (d) Resigns his office by writing under his hand addressed to the Committee.
- (e) Ceases to be resident in the State of Tasmania.
- (f) Fails to comply with Standing Orders relating to attendance at meetings of the Committee unless the Committee decide otherwise.

34 MEETINGS OF THE COMMITTEE

- (a) The Committee shall meet at least once in three (3) calendar months at such place and at such times as the Committee may determine, for the transaction of business of the Society.
- (b) The Honorary Secretary shall convene a special meeting of the Committee upon the request of the President or any three (3) members of the Committee.
- (c) The Honorary Secretary shall give at least seven (7) days notice of all special meetings convened as provided for in Sub-Rule (b) of this Rule and such notice shall specify the nature of the business to be transacted.
- (d) Any five (5) Members of the Committee constitute a quorum for the transaction of the business of a Committee Meeting.
- (e) Members of the Society may attend meetings of the Committee in the capacity of observers.
- (f) A Member of the Committee who is absent from a meeting of the Committee without apology shall attend the next meeting.

35 SUB-COMMITTEES

- (a) The Committee may at any time appoint from the members of the Society such Sub-Committees as it may think fit and shall prescribe the powers and functions thereof provided always that the Committee shall have no power to delegate its control of monies of the Society and the membership of the Sub-Committee shall include at least one (1) member of the Committee.
- (b) A Sub-Committee shall at all times be subject and subordinate to the Committee.
- (c) The Committee may at any time revoke the appointment of any Sub-Committee or any member thereof.
- (d) Members of a Sub-Committee shall elect a chairman who shall convene such meetings as may be necessary for the effective performance of the Sub-Committee.
- (e) The procedure at a meeting of a Sub-Committee shall as far as possible be conducted in accordance with that laid down in Standing Orders.
- (f) The chairman of a Sub-Committee shall submit a report of its activities to each ordinary meeting of the Committee.
- (g) A quorum for any Sub-Committee shall be that number that constitutes no less than two thirds (2/3) of those appointed to such Sub-Committee.

36 SECTIONS

- (a) From time to time the Committee may approve the creation or dissolution of groups of members with common interests.
- (b) These groups shall be termed SECTIONS. Each Section shall appoint annually from amongst its members a person who shall be responsible for organising section activities and who shall be known as Section Coordinator.
- (c) Each Section shall at all times be subject and subordinate to the Committee.

37 URGENCY COMMITTEE

The President, the Honorary Secretary and Treasurer shall constitute an Urgency Committee and all or any two of them acting together may issue instructions to the Honorary Secretary and the Officers of the Society in matters of urgency arising in connection with the management of the affairs of the Society. Insofar as action on these matters may be necessary at times other than at the meetings of the Committee, and where such instructions are issued, they shall report thereon to the next meeting of the Committee.

38 RESERVED

SECTION 5 - STANDING ORDERS

39 MEETINGS GENERALLY

- (a) Annual General Meetings, Special General Meetings, Ordinary General Meetings and meetings of the Committee shall be presided over by the President. Should the President be absent or decline to take the Chair, the Vice President shall take the Chair, or in his absence the Members present shall choose one of their number to be Chairman.
- (b) At least two (2) weeks notice of any Meeting other than Committee Meetings shall be given by the Honorary Secretary to all Members entitled to attend. The non-receipt of notice by any Member shall not invalidate the proceedings of any meeting.
- (c) A meeting which has not been convened by the proper authority and at which a quorum is not in attendance, either at the opening of such meeting or during the transaction of the business of the meeting, shall be deemed to be invalid.
- (d) If within ten (10) minutes after the time fixed for an Annual General or Special General Meeting a quorum is not in attendance, the Meeting may stand adjourned to such day as the Chairman may determine.
 - 1 The Members present at an adjourned meeting shall constitute a quorum.
 - 2 No business, other than business unfinished at the meeting originally convened, may be transacted at an adjourned meeting.
 - 3 It shall not be necessary to give notice of an adjourned meeting except that where a meeting is adjourned for a period of fifteen (15) days or more a notice similar to the original shall be given.
 - 4 The Chairman of a General Meeting at which a quorum is present, may, with the consent of the meeting, adjourn the meeting to a place and at such time as may be agreed providing that the date and place for the adjourned meeting be declared and the meeting convened without undue delay.
- (e) Meetings shall be of four (4) classes:-
 - 1 Annual General Meetings shall be held for the purpose of:-
 - (a) Confirming the Minutes of the last preceding Annual General Meeting and of any Special General Meetings occurring since that meeting.
 - (b) Receiving from the Committee, Auditors and Officers of the Society, reports reviewing the activities of the Society during the previous financial year, and a financial statement of accounts and a balance sheet.
 - (c) The fixing of the Annual Subscription rates.
 - (d) To elect Committee Members as provided in Rule 31 (a) 3.
 - (e) To declare the result of the ballot for Patron, Committee Members and Officers and to invest them for the ensuing year.
 - (f) To appoint an Auditor at such remuneration (if any) as the Committee may determine.
 - (g) To decide upon any propositions submitted to such Meeting in accordance with the Rules and By-Laws of the Society.
 - 2 Special General Meetings shall be held for the purpose of resolving upon the special item of business as set out in the Notice of Meeting.
 - 3 Committee Meetings shall be held for the purpose of resolving upon the ordinary items of business as set out in the Agenda and upon any other resolutions which may be accepted by the Chair at the meeting.
 - 4 General Meetings.

40 PROCEDURE AT MEETINGS

- (a) After assuring himself that a quorum is present, the Chairman shall declare the meeting open, the minutes of the previous meeting shall be confirmed as a true record, correspondence dealt with, reports (if any) received and decisions made thereon, any business adjourned from a previous meeting decided upon, and action taken upon other and general business as set out in the Agenda and/or Notice of Meeting.
- (b) Questions to Officers of the Society may, with the permission of the meeting, expressed or implied, be put through the Chairman.
- (c) Anyone violating the Standing Orders or refusing to retract a statement deemed by the Chairman to be offensive may be suspended for the rest of the meeting.
- (d) Members shall be seated when the Chairman rises to speak, and refusal to do so may result in suspension by the Chairman.

41 VOTING AT MEETINGS

- (a) Upon any question arising at any Meeting, persons entitled under these Rules to vote shall have one (1) vote only, which, except where a proxy is appointed, shall be given personally.
- (b) Voting may be determined by voices, a show of hands or secret ballot as determined by the Chairman.
- (c) Proxy voting may not occur on Special Resolutions.
- (d) The Chairman shall be entitled to one (1) ordinary vote which shall be counted prior to the declaration of the vote being announced. In the event of an equality of voting on a question the Chairman shall declare the resolution lost.
- (e) A declaration by the Chairman that a resolution has been either carried or lost and an entry to that effect in the minute book of the proceedings shall be conclusive evidence of the fact without the proof of number in favour of, or against such resolution unless, before or on the declaration of the result of a show of hands, a demand by at least 25% of the number of members present is made for a second vote by means of a poll.
- (f) A poll on any question shall be taken forthwith in such manner as the Chairman shall direct and the result of the poll shall be deemed to be the resolution of the meeting on the question.

42 CONDUCT OF MEETINGS

All meetings referred to in Rule 39 herein shall be conducted in accordance with the Standing Orders. Any matter, question or decision in relation to the Conduct of Meetings and which is not fully defined in the Standing Orders shall be resolved in accordance with "The Law and Procedure at Meetings in Australia and New Zealand" (Fifth Edition) by P.E.Joske (and any subsequent amendments) published by the Law Book Company of Australia, Sydney, 1972.

43 NOMINATIONS

Written nominations for Committee membership must be received by the Honorary Secretary at least forty-eight (48) hours prior to the date of the election. Candidates shall nominate separately for each of the positions for which they wish to stand. Additional nominations will be called for from the floor of the meeting at which the election is held. At the close of nominations the Honorary Secretary shall post a list of candidates and the positions for which they have been nominated. Nominations for the Office of Auditor shall be taken in the manner prescribed under Rule 56 herein.

44 DUTIES AND POWERS OF THE CHAIRMAN

- (a) It shall be the Chairman's duty to:-
 - 1 Conduct the proceedings of meetings in a regular and proper manner.
 - 2 Preserve order at all meetings.
 - 3 Act impartially in the general interests of all Members.
 - 4 Close the meeting, when the business has been properly concluded, except that if at any time after three (3) hours since the meeting was declared open, at least three (3) Members request that the meeting be closed.
- (b) The Chairman shall have full power to control the meeting over which he presides and this powers shall include:-
 - 1 Decisions on points of order.
 - 2 Maintenance of his ruling on points of procedure.
 - 3 Removal of disorderly members.
 - 4 Adjournment or closure of the meeting when it proves impossible to keep order, provided always that the provisions of the Constitution, the Rules and the By-Laws shall be observed.

45 RULES OF DEBATE

- (a) The Chairman's ruling shall stand unless it be questioned by one fifth (1/5) of the Members present at the meeting and subsequently a simple majority of those present vote against the ruling. Upon a motion that the Chairman's ruling be disagreed with, the Chairman shall hand over the chair to an elected Member. After discussion, the motion shall be voted upon and the Chairman shall resume the Chair.
- (b) Minutes may be queried only upon their accuracy as a true record. They shall be accepted even if the meeting has since changed its opinion or decision upon any matter therein. To effect any change of opinion, a notice of motion to the next meeting of the change shall be necessary, and the reversing motion be approved.
- (c) A Member desiring to speak shall rise in his place and address himself to the Chair. No interruption of his speech shall be permitted except upon a point of order suddenly arising.
- (d) No speech shall be permitted save to a distinct motion either already submitted to the meeting or to be so submitted by the person speaking.
- (e) Debate shall be relevant to the subject under discussion, and shall relate to something before the Meeting in reference to a motion, an amendment or a point of order.
- (f) No Member may speak twice to a question, except in explanation or reply save that a Member who has already spoken may again be heard to clarify some misunderstanding in regard to some material part of his speech, but shall not introduce any new matter nor shall he interrupt for that purpose a Member who is speaking.
- (g) A reply shall be allowed to the mover of a substantive motion, but not to the mover of an amendment, or a motion for adjournment, or the amendment of a Previous Question.
- (h) A Member seconding a motion without remark shall not be held to have spoken upon the motion.
- (i) Any Member may rise to speak upon a matter of order suddenly arising but the objection shall be taken as soon as possible after the provocation has occurred.
- (j) Points of order shall be stated clearly without irrelevancies, and a Member standing when a point of order is called shall sit down until the point of order has been decided. No discussion shall be allowed on the point. A point of order must show that the speaker was:-
 - 1 Digressing from the motion under discussion.
 - 2 Infringing the provisions of the Constitution, the Rules or the By-Laws of the Society.
 - 3 Using unseemly language.
- (k) All motions submitted shall be relevant to the business under consideration and within the scope of the Notice of Meeting. A motion not within the scope of the Meeting shall not be accepted by the Chair.
- (l) A motion not seconded cannot be deleted, nor may a motion once submitted be withdrawn save by leave of the Meeting and of the seconder.
- (m) No motion or amendment may be proposed which is the same in substance as a motion or amendment which has, during the same meeting, been resolved in the affirmative or negative. Nor shall any motion to rescind any resolution be allowed at the meeting at which such resolution was adopted. A Member may, however, give notice of a motion for rescision at the next Meeting.
- (n) Motions for adjournment or for amendment of a 'Previous Question' are new questions, and the persons who have spoken on the original motion may speak again on the new motion proposed.
- (o) After a question has been fully put, that is, when a question has been put from the Chair and the Members have voted thereon, no Member shall again speak on the question.
- (p) The motion that "the question be now put" may be moved at any stage of the debate, and must be immediately put without debate. If the motion is lost, debate upon the original motion proceeds, but if carried the mover of the question replies and the motion is put to the vote of the meeting.
However, no Member who has spoken to the motion or amendment then under discussion may move that "the question be now put".
- (q) Only one amendment shall be dealt with at a time. Whether an amendment is carried or lost, other amendments may be submitted, one at a time, to be decided in like manner until finality is reached. If all the amendments be lost, the original motion shall be put to the vote. No Member shall move more than one amendment to any one motion. Where an amendment has been put and carried, it shall supersede the original motion, and the motion as amended shall be put in the usual way.
- (r) Where there are several amendments, the Chairman shall decide the order in which they shall be put to the Meeting.
- (s) An amendment of an amendment shall be avoided.
- (t) Amendments to a motion shall be so framed as to form, with the motion upon which it is moved, an intelligible and consistent sentence.
- (u) Notice of motion shall not be dealt with in the absence of the mover of the notice save with the consent of the Meeting.
- (v) Speech and debate may only be interrupted in the following ways:-
 - 1 To amend a motion.
 - 2 To adjourn the meeting.
 - 3 To postpone a decision.
 - 4 To effect closure of the debate.

46 GENERAL STANDING ORDERS

A General Meeting of Members may override the Committee on any matter except when the Members supporting the overriding motion are fewer in number than an absolute majority of all Society Members present and eligible to vote.

47 RESERVED

48 RESERVED

SECTION 6 - DUTIES OF OFFICERS

49 THE PRESIDENT

The President shall:-

- (a) Preside at all Meetings at which he is present.
- (b) Regulate and keep order in all proceedings.
- (c) Carry into effect the Rules and By-Laws of the Society.

50 THE HONORARY SECRETARY

The Honorary Secretary shall:-

- (a) Attend all General Meetings and all meetings of the Committee.
- (b) Arrange for the recording of minutes of meetings in a book to be kept for that purpose.
- (c) Conduct all correspondence in connection with the general business of the Society.
- (d) Prepare for submission to the Annual General Meeting the report of the Committee on the activities of the Society during the previous financial year.
- (e) Maintain a register of Members.
- (f) Obtain all necessary licences pertaining to the operations of the Society and comply with all laws relating thereto.
- (g) Generally carry out all such other duties prescribed by these Rules or associated with the office of secretary.
- (h) Act as the Public Officer in accordance with the Incorporation Act, 1964.

51 THE HONORARY TREASURER

The Honorary Treasurer shall:-

- (a) Receive all monies belonging to the Society and as soon as practical deposit or arrange for the deposit of such monies with the Society's bankers.
- (b) Pay all accounts.
- (c) Keep correct accounts and books showing the financial affairs of the Society and the particulars usually shown in the books of account of a like nature, and produce the same for the inspection of the Committee at any time.
- (d) Submit a statement of the cash transactions and of the financial position of the Society at each ordinary meeting of the Committee.
- (e) Prepare and submit properly audited financial statements to each Annual General Meeting.
- (f) Keep the accounting books, records of receipts and expenditure, securities and financial records of the Society at the premises of the Society or at such other place as the Committee may decide.

52 INDEMNITY OF OFFICERS

Any Officer of the Society who by authority of a General Meeting or of the Committee may accept or incur any liability on behalf of the Society shall be indemnified by the Society against personal loss in respect of such liability.

53 BANK ACCOUNT

- (a) The banking accounts of the Society shall be kept with such banks as the Committee may from time to time determine.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Honorary Treasurer or, in his absence, the Honorary Secretary.
- (c) No cheques shall be drawn on the Society's bank account except for payment of expenditure authorised by the Committee.

54 ACCOUNTS

- (a) No expenditure shall be entered into by an Executive Officer without the consent of the Committee.
- (b) All accounts against the bank shall be approved for payment by the Committee.

55 FINANCIAL YEAR

The financial year of the Society shall be the period beginning on the first day of January in each year and ending on the last day of December of that year.

56 AUDITOR

- (a) An Auditor shall be appointed at each Annual General Meeting and shall not hold any other office of the Society.
- (b) Nominations for such office shall be taken during the Annual General Meeting in each year.
- (c) A person so appointed shall hold office until the next Annual General Meeting after that at which he is appointed and shall be eligible for re-appointment.
- (d) If a casual vacancy occurs in the office of the Auditor during the course of a financial year the Committee may appoint a person as the Auditor and the person so appointed shall hold office until the next Annual General Meeting.
- (e) The Auditor may only be removed from office by Special Resolution.
- (f) The Auditor shall :-
 - 1 Have power at all times to examine the books and documents of the Society.
 - 2 Examine the accounts of the Society at least once in each financial year.
 - 3 Certify as to the correctness of the accounts of the Society and report thereon to the Members present at the Annual General Meeting.

57 RESERVED

58 RESERVED

SECTION 7 - SUBSCRIPTIONS

59 SUBSCRIPTIONS GENERALLY

- (a) The Subscription is the amount payable in order for the payer to be eligible for Ordinary, Country, Concession or Family Membership. Payment is recognised by the issuing of a receipt inscribed with the Seal of the Society in accordance with Rule 69.
- (b) The Subscription is due and payable on and before the date of the Annual General Meeting, or at the time of Membership being approved by the Committee in accordance with Rule 9.
- (c) The payment of the Subscription entitles the payer to receipt of the Bulletin and any privileges of Membership in accordance with Rules 10 to 18 inclusive.
- (d) A Member shall be considered in arrears when Subscriptions are three(3) months or more overdue. Members in arrears shall not be entitled to receive the Publications or other privileges set down in Rules 10 to 18 inclusive.

60 SUBSCRIPTION RATES

The Subscription rates for the classes of Membership excluding Associate and Honorary Membership shall be recommended to the Society by the Committee, and shall be put to the vote and fixed at the Annual General Meeting in accordance with Rule 41, and may be altered from time to time by Special Resolution.

61 RESERVED

62 RESERVED

SECTION 8 - GENERAL

63 BY-LAWS

- (a) The Committee shall have power from time to time to make By-Laws and regulations consistent with these Rules for the efficient working of the Society, and to alter, amend or rescind the same as the occasion may require.
- (b) All By-Laws shall be entered by the Honorary Secretary in a book kept for that purpose and shall be available for inspection by Members.

64 SECTIONS

- (a) The Committee may from time to time decide on the formation or dissolution of a Section within the Society.
- (b) A Section shall be formed from Members for the purpose of conducting activities of a specific nature relevant to the aims of the Society.
- (c) The Committee may at any time decide upon a Member to head a Section. The Section head shall be responsible for coordinating the activities of the Section and reporting to the Society.

65 ALTERATION OF RULES

No new Rule shall be made or an existing Rule altered or repealed except by a Special Resolution at a General Meeting.

66 SPECIAL RESOLUTIONS

- (a) For the purposes of these Rules a Resolution is a Special Resolution if it is passed by a majority of not less than three-quarters (3/4) of the Members of the Society entitled to vote and who are present in person at a General Meeting of which notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these Rules.
- (b) At a General Meeting to which Sub-Rule (a) of this Rule relates, unless a poll is demanded a declaration by the Chairman that the resolution has been either carried or lost is conclusive evidence of the fact.

67 DISCUSSION, DISPUTES, ETC.

- (a) All suggestions or complaints may be made in writing to the Honorary Secretary and such matters shall be brought before the Committee at its next meeting.
- (b) Should any dispute or disagreement arise between Members on Society premises, the same may be referred in writing to the Committee by either party.
- (c) The Committee shall have the power to deal with the matters referred to it under Sub-Rules (a) and (b) of this Rule as it considers fit.

68 WINDING UP

- (a) The Society shall not be wound up so long as there are ten (10) Members who are opposed to that course.
- (b) In the event of the Society being wound up no Member is liable to contribute towards the payment of the debts or liabilities of the Society or the cost, charges and expenses of the winding up.

69 COMMON SEAL

- (a) The Seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society encircling the word Seal.
- (b) The Seal of the Society shall not be affixed to any instrument except by authority of the Committee, and the affixing thereof shall be attested by the signature of the Honorary Secretary or such other person as the Committee may authorise for that purpose, and that attestation is sufficient for all purposes that the Seal was affixed by authority of the Committee.
- (c) The Seal shall remain in the custody of the Honorary Secretary or such other person as the Committee may from time to time appoint.

70 RESERVED

71 RESERVED

SECTION 9 - PUBLICATIONS

72 PUBLICATIONS GENERALLY

The preparation and dissemination of all Society Publications shall be under the control of a Sub-Committee comprised of the Editor and Members in accordance with Rule 35.

73 THE BULLETIN

- (a) The Bulletin shall be the official organ of the Society. It shall contain material regarding Society business and other relevant information, the content of which shall be under exclusive control of the Editor.
- (b) The Bulletin shall be issued bi-monthly to all Members on a date to be determined by the Sub-Committee appointed in accordance with Rule 72.

74 RESERVED

75 RESERVED